

**BOARD OF WORKS**  
**TUESDAY, NOVEMBER 27, 2012**  
**5:15 P.M.**

Mayor Ryan Daniel – Present  
Clerk Treasurer Rosie Coyle – Present  
Attorney Marcia McNagny – Present  
Daniel Weigold – Present  
Walter Crowder – Present

The Columbia City Board of Works met in regular session with all members present, Mayor Daniel presiding.

**MINUTES** Motion was made by Weigold to approve an overview of the November 13, 2012 meeting minutes as presented, Crowder second the motion, all voted aye.

**EMPLOYEE REQUEST** Mayor Daniel reported a retirement letter came in from the Communications Department on an individual who was planning to retire officially in March but their last working day will be in January due to saved up time. Terry Wherry explained after talking with the Mayor and Rosie he requested to start the procedure of taking applications. He stated there was enough money in the budget to cover the person to bring them online in January to start training.

Motion was made by Crowder to proceed with the request to replace an upcoming vacancy in preparation of January 2013, second by Weigold, all voted aye.

**COMMUNICATIONS/IT DEPARTMENT** Terry Wherry reported he replaced a computer in the utility office, he met with Butch Sterner of SDS on the fiber location on the new bathrooms at the Park, he participated in a webinar through IACT on public information, he installed a new laptop at the water department and was out with Brad Smith to set up equipment on a project he was working on with the County.

**PARK DEPARTMENT** Mark Green gave an update on the trail and bridge project, they started working on the pavilion bathrooms, they have received the new playground equipment and would start on that once the bathrooms were done, the Dashing Through the Snow 5K was December 7 and the proceeds go to fund the water for the splash pad.

Mark reported the Park Board passed a motion to close the Burnworth Pool after the 2014 season unless a major expense occurs that is over \$20,000.00 then it will close earlier. He advised there would also be an Aquatic Facility Taskforce formed made up from various groups. He stated if everything comes together as hoped there would be no gap without a pool.

Mark also reported the fence quote was awarded for DeVol Field and they would be starting that soon.

There was discussion concerning keeping people off of the new trail extension until it was complete next spring. Mayor Daniel advised that was talked about at the Park Board meeting and thought they were planning to put up temporary signs stating that the trail was closed until spring. Walt Crowder questioned if the bridge was open. Jeff Walker advised it was not but they were anticipating that it will be completed yet this year. Walt questioned if it would be temporarily closed then. Mayor Daniel advised it would. Mark advised they would police it the best they could while they were there.

**REQUEST TO CLOSE STREETS: FIRE & ICE FESTIVAL** Rosie Coyle reported she talked with Becky Walter and advised it was a go and would like to close the streets from 11:00 a.m. – 2:00 p.m.

Motion was made by Weigold to accept the road closure for January 19 from 11:00 a.m. – 2 p.m. for the outhouse race and fire & ice festival, Mayor Daniel second the motion, all voted aye.

**COMMERCIAL LOAD PROFILER AGREEMENT: AEI** Jeff Walker advised he would like for Attorney McNagny to go ahead and make sure the proposed agreement between our customer and the City were distributed to the Mayor. He reported that Ron Gallmeyer was on vacation and we were still waiting on the status of the meter for the first customer that signed on; he did not see a problem with postponing this for another 2 week period.

Rosie Coyle questioned if this would be read right along with the handheld. Larry Whetstone advised it would have to be read manually. Dan Weigold stated that would actually create more work for our people since it would not be an automatic radio read. Larry stated there was a possibility they could order the meter so that it could be but they have not given any figures either way. Dan questioned if we would absorb the cost of that. Larry advised we would. Dan questioned depending on the cost was that something we should add to the cost of doing business as opposed to us absorbing the cost. Mayor Daniel thought one of the things that was discussed was if it was a onetime installation fee and was a service to our larger customers it was justification for the city to pick up the meter fee. Jeff Walker advised, as he understood it, all of the industrial power accounts would have to be changed over at some point. Walt Crowder felt we were still fact finding.

**RESOLUTION 2012-36: ADOPTION OF ADA TRANSITION PLAN** Motion was made by Dan Weigold to read Resolution 2012-36 by title only, Mayor Daniel second the motion, all voted aye. Clerk Treasurer Rosie Coyle read Resolution 2012-36 a resolution of the Columbia City Board of Public Works and Safety adopting the ADA transition plan for the City of Columbia City, Indiana.

Kelly Cearbaugh advised this was another federal highway administration compliance mandate. He stated the timeline for the transition plan was the end of December. He explained our plan was based on the ADA ramps around the City; they divided the City into 10 sections and would start replacing ramps as they could.

Rosie Coyle stated in the Resolution and the Compliance itself they would like to take Kelly out and make the ADA Coordinator the H.R. Director.

Motion was made by Crowder to accept Resolution 2012-36 with one exception that the name be changed from Street Superintendent Kelly Cearbaugh to Beth Igney, Human Resource Director as our ADA Coordinator, Weigold second the motion, all voted aye.

**PAY REQUEST: DONOHUE & ASSOCIATES: PROGRAMMING INVOICE 12135-02 \$3,640.00** Jeff Walker explained this was for programming for the clarifiers and recycle pump station. He recommended the Board approves the invoice in the sum of \$3,640.00.

Motion was made by Mayor Daniel to pay Invoice 12135-02 to Donohue & Associates in the amount of \$3,640.00, Weigold second the motion, all voted aye.

**PAY REQUEST: ROBERT CROSBY, INC.: PAYMENT #5 \$52,700.00** Jeff Walker explained this was the final invoice for actual work done on the project. He advised everything was in order and signed off of by Donohue. He recommended the Board approve payment in the sum of \$52,700.00.

Motion was made by Crowder to accept Jeff's recommendation for payment to Crosby for the amount of \$52,700.00, Mayor Daniel second the motion, all voted aye.

**PAY REQUEST: ROBERT CROSBY, INC.: PAYMENT #5R – RELEASE OF RETAINAGE \$24,430.00** Jeff Walker explained this was the final invoice on the project as it was for the retainage. He advised everything was functioning as it is supposed to and everything they were required to get us has been received. He recommended the Board release retainage.

Motion was made by Mayor Daniel to approve payment #11136-5R in the sum of \$24,430.00, Crowder second the motion, all voted aye.

**CERTIFICATE OF SUBSTANTIAL COMPLETION – ROBERT E. CROSBY, INC.** Jeff Walker advised Donohue & Associates has signed off on this and would be a matter of accepting this as substantial completion as of November 13. Walt Crowder confirmed that would start the warranty.

Motion was made by Crowder to accept the recommendation for the substantial completion certificate for work performed at the WPCF, document #12148, with warranty period effective November 13, 2012, Weigold second the motion, all voted aye.

**BILLS** Motion was made by Weigold to approve the bills in the amount of \$712,285.63, Crowder second the motion, all voted aye.

**STREET DEPARTMENT** Kelly Cearbaugh reported this was the last week for leaf pickup, they have been trimming back through the alleys, they were preparing for snow and would be getting rid of the wood chip pile to prepare for tree removal.

**POLICE DEPARTMENT** Tim Longenbaugh reported on the Christmas parade, they had 40 applicants for their open position and hoped to have the process complete by mid-February, he

and the Captain were meeting with the Sergeants on the upcoming performance evaluations and were looking into training opportunities for 2013. He reported a group from the Criminal Justice Institute would be in to do a site inspection to make sure we were in compliance with the Juvenile Justice Act.

**YOUTH COUNCIL** Emily Lewis was present to give an update on what the Youth Council has been doing. She advised they would be teaching the 5<sup>th</sup> graders about the different branches of government.

**ELECTRIC DEPARTMENT** Larry Whetstone reported they have been working on Christmas decorations and tree removal. Mayor Daniel noted that Larry does not have enough space at the MSF for all of the trees that have to be removed. He asked for direction from the Board as to where we should have them put the wood; the Hanna and Towerview location or elsewhere. Larry advised they had initially talked about putting it at the north substation which would be more out of the way as far as homes. Walt Crowder questioned if that area would be adequate versus the Hanna Street location. Larry advised it would. He did not feel it would last long once people find out where we were taking it. Walt suggested we talk to the residents in that area just as a courtesy. After some discussion, it was decided to put the wood at the north substation site as long as the residents were not bothered by it.

**WATER DEPARTMENT – REQUEST TO PURCHASE “HOT SPOT” PROGRAM** Mike Dear reported a couple weeks ago he and the Mayor met with a guy from Corrpro regarding putting anodes on the water main along SR 205. He stated their proposal was for \$9,285.00 which would get them 25 anodes and one day of training. He explained most of them would be from US 30 up towards Eagle Glen, a few on the west side of US 30 and a few down towards the bridge on the section that is not getting replaced. He advised from all of the information it has helped prevent pipes from corroding; they had 2 soil samples taken and the soil is very corrosive. He asked permission to go ahead and get these ordered and start putting them in.

Walt Crowder questioned if this was something that would last a lifetime. Mike advised the bags themselves should last 20-25 years.

Motion was made by Mayor Daniel to approve the quote from Corrpro to allow Mike to move forward with getting the anodes, Weigold second the motion, all voted aye.

**WATER DEPARTMENT** Mike Dear reported they held some department meetings, changed out meters, ordered a new trench box and were still waiting to get papers from OSHA.

**WASTEWATER DEPARTMENT** Mike Cook reported they would be hosting a seminar at the plant sometime next year, he gave an update on the seminar he and Bob attended, the gravity belt thickener was back in service, their Christmas lights were up and were doing regular equipment maintenance and inspections.

**COMMUNITY DEVELOPMENT** Jeff Walker reported GAI's survey team was on site on the southwest storm preliminary design project, he and Kelly have been working on storm water separation improvement projects that will need to take place prior to the next phase of South

Line Street improvements and was working on getting quotes, he reported the Soil & Water Conservation District hired a new employee who will begin December 3 and he is scheduled to meet with him, he met with Umbaugh & Associates to provide project information for our rate study.

Walt Crowder mentioned the Diamond Avenue project and the hope to get it done this year; he questioned if the Board would give the Mayor the power to approve when the 2<sup>nd</sup> quote comes in they would not have to wait until the next meeting. He felt it was a good project to do for that part of town and to keep it moving due to the time of the season he was ok with giving the Mayor the authority to make the decision between the two bids. Dan Weigold agreed. Walt Crowder confirmed with Attorney McNagny this would be ok. Attorney McNagny advised it would.

Motion was made by Crowder to give the Mayor the authority to review both bids when the 2<sup>nd</sup> bid arrives and make a decision between the two bids for the project on South Diamond Avenue and give authority to represent the Board of Works for approval and awarding of the job, Weigold second the motion.

Attorney McNagny advised they needed to have a do not exceed amount otherwise there would be a problem. She stated if the Board was approving the sums it needed to be public. Jeff Walker advised he would rather table the issue.

Crowder withdrew his motion based upon the recommendation of Counsel.

There was discussion of having a special session when the 2<sup>nd</sup> bid comes in.

**COMMUNITY CHRISTMAS – PARKING SPACE CLOSURE** Rosie Coyle advised she sent out a request to block off the parking spaces on the south side of the courthouse for the Community Christmas on December 7 & 8 from 4 p.m. – 10 p.m.

Tim Longenbaugh noted the only issue he saw was that the County employee's do not get off of work until 4:30 p.m. on Friday the 7<sup>th</sup>.

Motion was made by Mayor Daniel to change the 7<sup>th</sup> to 4:30 – 10:00 p.m. and on December 8 from 4:00 – 10:00 p.m., Weigold second the motion, all voted aye.

**MINIER REAL ESTATE – PARKING SPACE CLOSURE** Rosie Coyle reported Brad Minier talked with she and Mayor Daniel about closing off 3 parking spaces on Saturday, December 1 from 1 – 4 p.m. for Santa and his reindeer.

Motion was made by Crowder to have Chief Longenbaugh and Mayor Daniel work out the details, Weigold second the motion, Crowder and Weigold voted aye, Mayor Daniel abstained.

Having no further business to come before the Board the meeting was adjourned.

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Mayor Ryan Daniel

Attest:

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Clerk Treasurer Rosie Coyle